

**CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
For**

Job Title:	DIRECTOR OF PLANNING AND DEVELOPMENT
Salary:	\$110,000.00 - \$117,000 annually
Start Date:	June 1, 2021
Department:	Planning and Development
Closing Date:	Monday, April 5, 2021

(TO CREATE AN EMPLOYMENT LIST)

This position is NOT represented by a collective bargaining unit

POSITION OVERVIEW:

Directs and supervises the staff in the preparation, maintenance and revision of a comprehensive master plan and for the physical program community and economic development of the City of New Britain; directs and supervises staff in the administration of state and federal grants including but not limited to HUD and CDBG; has responsibility for the social and economic surveys and reports upon which such plan is based; Coordinator of the City's Marketing Initiative and Member of the Transit Oriented Development work group; does related work as required.

SUPERVISION RECEIVED:

Receives general direction from the Mayor.

SUPERVISION EXERCISED:

Full and part-time personnel assigned to the Department of Planning and Development which includes Community Development, Economic Development and City Plan.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and supervises a variety of duties that include technical and professional work in the community, development, economic development and city plan
- Works to identify, incentivize and leverage relationships between the city's needs, financial institutions, community and business development.
- Develops an economic structure and strategy and directs the Economic Development Coordinator to implement and coordinate the City's "Business ToolKit."
- Obtains maximum financial support for the City through federal and state grant/loan programs including but not limited to HUD and CDBG.
- Maintains working relationships with appropriate officials in agencies of federal, state and city government.
- Establishes, supports and oversees the implementation of programs which improve economic and physical conditions in the City.
- Oversees the creation and development of the agendas for City Plan, Commission on Community and Neighborhood Development.
- Provides guidance, oversight and supervision to Department Supervisors/Managers.
- Maintains property value and optimum quality of life in residential areas through use of available funds on a loan or grant basis in order to stimulate an attitude and actions of self-help in homeowners to maintain and improve their properties.
- Generates and/or participates in programs to condemn, raze and clear blighted structures and assess and remediate contaminated or environmentally degraded properties.

- Oversight of programs for the purpose of assessment/remediation of contaminated properties
- Assists in monitoring land and plant requirements of business and industry to facilitate expansion or movement with the City.
- Attends meetings of city boards, committees and commissions whose decisions affect the activities or objectives of the department.
- Participates in programs with the Chamber of Commerce, the Downtown District, Neighborhood Revitalization Zones and other civic organizations whose goals are the advancement of projects and programs that are for the overall benefit of the City of New Britain.
- Prepares operating and capital budgets and presents budget requests.
- Controls activity expenditures with fund allocations.
- Appoints employees, technical experts and such other officers and agents, permanent and temporary, as required, subject to the provisions of Chapter 3 of the Charter.
- Coordinates department with government agencies, contractors and interest groups.
- Oversees coordination of operations with the department.
- At Mayor's request will be asked to attend meetings and be a member of local committees that will enhance the business climate in the City of New Britain.
- Assists the Mayor as directed and performs such other related work as might be required.

The above description is intended as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. It is intended as a guide for personnel actions and must not be taken as a complete itemization of all facets of any job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

LICENSE OR CERTIFICATE: Must have and maintain a valid Connecticut Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable ability to communicate orally and in writing and to lead others in the department.
2. Considerable ability to administer policies and procedures at the department level including goals, objectives, planning, financial management, decision-making, report development and report writing.
3. Considerable ability to supervise the work of professional and technical employees.
4. Thorough ability to establish and maintain effective working relationships with Commission members, co-workers, developers, vendors, contractors, consultants, other governmental agencies and the general public.
5. Professional knowledge and understanding of regulations governing the administration and use of federal and state grant funding

MINIMUM QUALIFICATIONS REQUIRED: Graduation from an accredited four-year college with major emphasis on public administration, economic development, planning or business administration, plus six years of responsible professional experience in public administration, economic development, planning or business administration, or any related field, two years of which must have been at a managerial or administrative level, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. AICP certification desirable.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

THIS EXAMINATION WILL BE COMPOSED OF:

COMPONENTS	WEIGHTS		WEIGHTS		WEIGHTS
Oral		or	<u>100%</u>	or	50%
Experience & Training	$\frac{100\%}{100\%}$		100%		$\frac{50\%}{100\%}$

PASSING GRADE: The minimum passing grade is 70%

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. The Civil Service Commission, may upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is in the best interest of the City. However, in no case shall any certified employment list remain in force for more than two years.

RULES OF FIVE PLUS THREE: The Appointing Authority is sent the first five names on the certified employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination (including a drug screen) and a background investigation.

REASONABLE ACCOMMODATIONS: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation must be from a medically licensed professional, and must be current within one year of the closing deadline for applications. Documentation of the disability must include what the disability is, what accommodation is being requested, and must be received no later than two (2) weeks after the closing deadline for applications. A candidate's failure to submit this documentation may result in no further consideration being given for a reasonable accommodation in the testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. Failure to provide proof of domicile in accordance with this timetable may result in no residency consideration being granted for this examination.

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than Monday, April 5, 2021 at 4:00 P.M. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051 or online at www.newbritainct.com under City Services, then Civil Service, then Job Postings. Tel. (860) 826-3404.